UNIVERSITY OF NEW BRUNSWICK UNB

Cascade Content Management System (CMS) Blog & Wordpress User Guide

2011

The Blog & Wordpess User Guide provides quick explanations and instructions for the most commonly used features of UNB's Blogging Software. It is part of the UNB Content Developer's Toolkit, which also includes the UNB Information Architecture Guide, Cascade Content Management System (CMS) Guide and the UNB Style Guide.

Revised May 13, 2011

Table of Contents

1 Introduction

1.1 About this Guide

The Cascade Content Management System (CMS) Blog and Wordpress User Guide provides step by step instructions of the most commonly used features of UNB's Blogging software.

It is a two part manual, covering both the CMS component, as well as, the Wordpress component.

The UNB Web Style Guide, as well as the CMS manual, is available on C&M's site:
http://www.unb.ca/advancement/communications/web/guides.html

Note: This guide is meant as a **Supplementary** companion to the CMS manual. For more information please refer to the appropriate section of the manual.

1.2 What is a Blog?

A blog is a part of your website, they are maintained by a "Blog Editor" and "Blog Contributors" and consist of regular entries of commentary, descriptions of events, or other material, such as graphics.

"Blog editors" will have access to post entries via the CMS, as well as, having access to Wordpress to monitor commenting and featured stories.

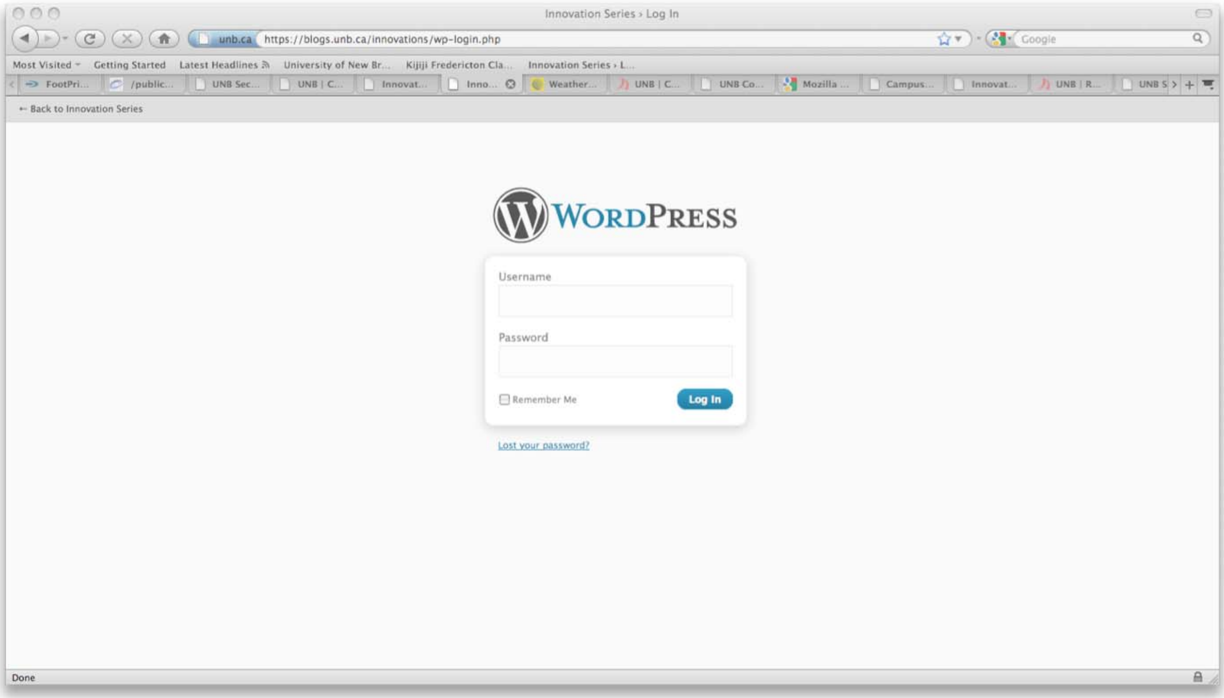
"Blog Contributors" will only have access to post blog entries via the CMS.

1.3 How do I get started?

The first step is to create blog entries via the CMS. After you have logged in to https://cms.unb.ca using your UNB username and password, select you blog from the dropdown menu (Blog-YOURBLOGNAME). This is the area in which you will be creating/publishing your posts.

For more information on using the CMS blog please see section 2.0.

The second step is to set your featured story, set your commenting preferences, etc in Wordpress. To login to Wordpress go to, https://blogs.unb.ca/YOURBLOGNAME/wp-login.php, and login using your username and password.



For more information on using WordPress please see section 3.0.

Note: If you are logging in for the **first time** please see section 3.3.1.

2 Working with your Blog (CMS)

2.1 Creating Organizational Folders (Optional)

- Go to **New** > **Folder.**
- Fill out the **System Name**.
- Click **Submit**.

Note: Please follow proper naming conventions when filling out the system name. **Your file names MUST follow this rule.** The file name must be composed of **all lowercase letters, and the only special characters allowed are digits, hypens and underscores.**

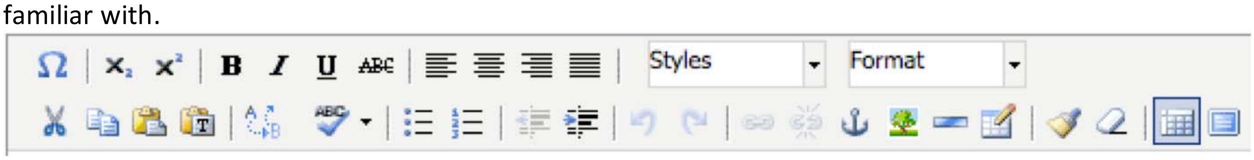
2.2 Creating a Blog Post

- Go to **New** > **Blog Post**
- Fill out the **Title Fields** and select a **Category** (categories are created by Solutions – No more than 10 are permitted).
- Select a **Parent Folder**. (This is for your own file management, it will not reflect on your blog).

Note: If you are including an image or a PDF in your article, upload them before creating your article.

2.2.1 Using the Content Editor

The content editor in Cascade, used to format your page content, is much like what you would find in a word processing application such as Microsoft Word. Many features are similar to those you are already familiar with.



Top Row Icons – Left To Right				
Insert Custom Character	Subscript	Superscript	Bold	Italic
Underline	Strikethrough	Alignments (left, center, right, justify)	Styles (select a predefined style)	Format (select a formatting style such as Heading 1 paragraph etc.)
Bottom Row Icons - Left To Right				
Cut	Copy	Paste	Paste as Plain Text	Find/Replace
Spell Checker	Unordered List	Ordered List	Outdent	Indent
Undo	Redo	Insert Link	Unlink	Insert Anchor
Insert Image	Horizontal Rule	Insert Table	Cleanup Messy Code	Remove Formatting
Toggle Table	Toggle Full			

Borders	Screen			

2.2.2 Copying Text

If you want to take content from an existing site or another document, please follow these steps:

1. Copy the text you would like placed into Cascade.
2. Select the **"Paste as Plain Text"** icon. You will get a message saying you are now in paste as plain text mode.
3. Paste the text into the editor and style as desired.

Note: Mac users will be required to delete the extraneous (a.k.a Microsoft) code that will appear after pasting into the editor.

2.2.2.1 Copying Text - Alternative

If you want to take content from an existing site or another document, please follow these steps:

1. Copy the text you wish to paste into Cascade.
2. Open Notepad (Textedit in Mac OS X) (Start – Programs – Accessories – Notepad).
3. In Notepad, go to Edit – Paste (or Ctrl+V or right click / Paste). You will see your text without the formatting.
4. In Notepad, go to Edit – Select All (or Ctrl+A) to highlight the text. Go to Edit – Copy (or Ctrl+C or right click/ Copy) to copy it.
5. On the Cascade edit screen, place your cursor where you want to place the text and go to Edit – Paste (or Ctrl+V or right click / Paste).
6. This process will remove any of the unnecessary tags, styles or coding that might come with the content.

Note: All content **must be formatted** in the CMS. Not using the methods above will result in broken/visually unappealing pages.

2.2.3 Uploading Images and Documents

Important: If you are including an image or PDF in your article, upload them before creating your article.

- Put all your image files in your **images** folder. You can also create a **PDF** folder to store your documents.
- Go to **New** > **File**
- Click **Browse** > Locate the **File** on your computer > **Submit**

Note: All images should be no wider than 300 pixels and in jpg, png or gif format.

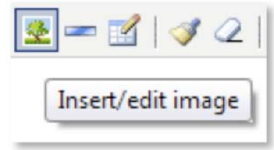
For more information on the sizing of various images or using Picnik (online photo modification tool) please see the CMS Guide on **Page 18**.

2.2.3.1 Inserting Images into your article

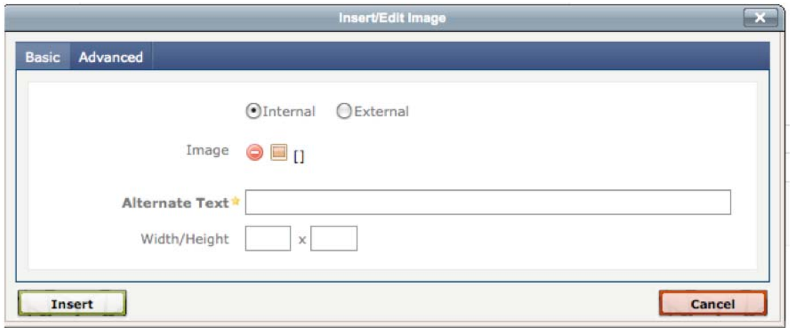
1. Be sure that you have already uploaded the image you wish to insert, and place your cursor at

the beginning of a paragraph.

2. Click the **Insert/edit Image toolbar button**.



3. In the Insert/Edit Image window click the **orange square Browse button**. The *Please choose a File* window will display for you to select the image.
4. In the column on the left, locate the image you want and click once on it.
5. Click the **Confirm button**.



Note: When adding an image **always** use the *internal* tab.

6. Back in the Insert/Edit Image window, **you need to fill in the Alternate Text box**.
   - If you choose an image caption style, this text will be used for the caption below the image.
   - It is also required for accessibility, and will allow visitors using screen-reader software to have the image description read to them.
   - Try to write something based on the overall content of the page, as well as what the image represents (e.g. If a picture has students in front of a building, instead of putting "Students", try "Students gathering in front of Hazen Hall.").

__Tip:__ When creating the ALT information: Be brief, Be clear, Be contextual.

7. Always leave the Width, Height, Vertical Spacing and Horizontal Spacing boxes with the default numbers.
8. In the Border Width box, type a zero (0).
9. Click the Insert button.
10. **To edit an image** after it has been inserted, click on the image, then click the Insert/edit Image button.
11. **To delete an image**, select it and press Delete.

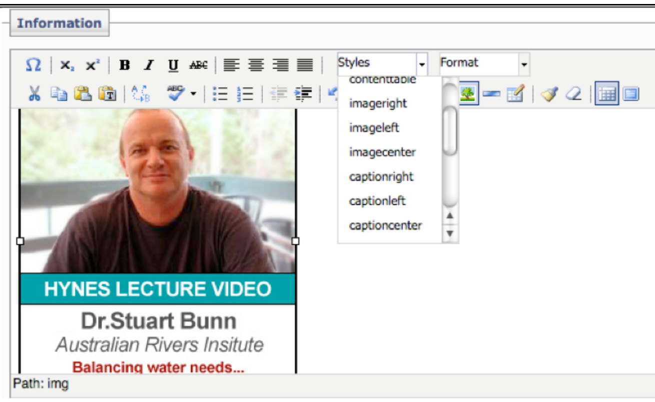
2.2.3.2 Styling Images

If you need to add a caption to an image, or would like to change its alignment, there are pre-made styles you may use.

1. Insert your image.
2. Click on the image and go to "Styles'" on the tool bar.
3. To align and add a caption to the image select from **captionleft**, **captionright** or **captioncenter**.
4. To align the image without a caption select from **imageleft**, **imageright** or **imagecenter**.

Note: You will not see the caption in edit view.

Tip: *The caption styles mentioned above will use the ALT text as the caption.*

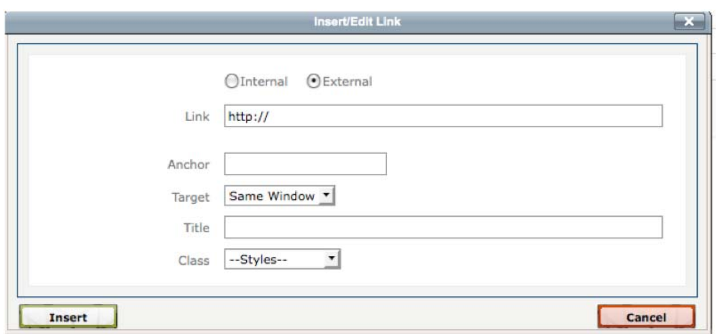


2.2.4 Adding Links to articles/websites/documents

All links created in your article should be done as an **External Link**. Creating an internal link to other articles will result in broken links. If you are linking to a **document** then it should be done as an **Internal Link**.

2.2.4.1 Linking to other articles/websites

1. Select your text and **click on the Insert/Edit Link** button and go to the **External** tab.



2. **In the "Link" box, type or paste the address of the page you want to link to**. *Be sure to include the "http://" at the beginning.*

3. **Click Insert** to create the link.

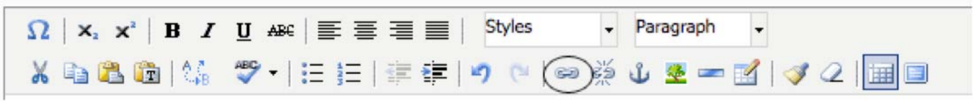
Note: If you are linking to another article on your blog, go to the article on the web and **copy** the address. (Ex. If you want to link to a previous article on spring graduation, find the article on the web and create an **external link** to http://blogs.unb.ca/newsroom/2011/05/06/unb-to-grant-five-honorary-degrees-during-spring-graduation)

2.2.4.2 Linking to documents

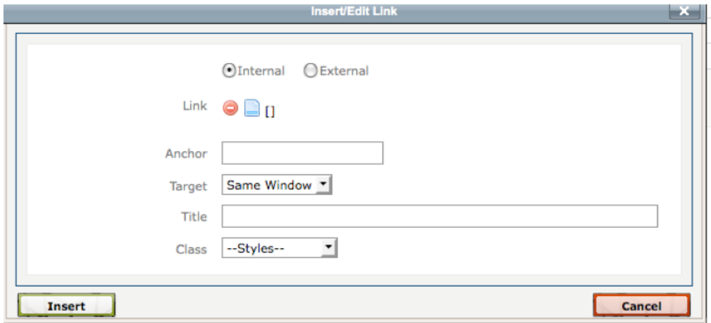
1. If you are linking to a document you have uploaded, **select the text that you want to be linked**

(where people will click).

2. **Click the Insert/Edit link** button on the toolbar.



3. **Click the blue page icon**. In the Choose > Browse window, navigate to the document you want to link to and click the Confirm button.



4. Normally documents should open in the same window but if you want the document to show up in a new window (for windows users), select "New Window" from the **Target** dropdown menu.
5. Click the **Insert button**.

2.2.4.3 Linking to Faculty/Staff Email Addresses

Instead of providing contact information for UNB faculty/staff directly on your site, it is better to create a link to the appropriate entry in the UNB Phone Book. This way if the person ever changes their email address, phone number, office location, etc then you don't need to worry about having outdated information on your site.

1. Go to https://phonebook.unb.ca
2. Using the search form, find the record of the person you want to link to.

3. Right-click on the  icon and choose "Copy Link Location" in Firefox, or "Copy Shortcut" in Internet Explorer. This will copy the address for this record to your clipboard.
4. Create an External Link on your page in Cascade (see above) and paste in the address in the Link field. It will look something like this: https://phonebook.unb.ca/index.cgi?dn=dW5iQ2FJZD0wYzc1Nzc3NjlkMmNlNTAwZDQxZjE3OTBhM2JhN2VjMGI5YmQ4MDA4LG91PXBlb3BsZSxkYz11bmlsZGM9Y2E=
5. If you are having trouble finding the person's record in step #2, it's possible that they have suppressed their record from public view. In this case, try searching the internal phonebook

page at https://phonebook.unb.ca/everyone. This version of the phonebook shows more records, but **requires a valid UNB Login ID and Password in order to access it**.
Note: Anyone outside of UNB **WILL NOT** be able to access the email address.

2.2.4.4 Linking to Student Email Addresses

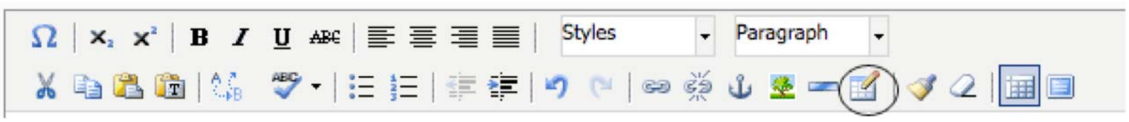
If you are linking to a student email address, you must have **prior written consent from the student**. When linking to a student, you first need to determine if the address needs to be public for anyone in the world to see, or if it should only be available to members of the UNB community.

For UNB only, visit https://phonebook.unb.ca/everyone and follow the same steps as for creating a Faculty/Staff link. Students are not visible through the public interface at https://phonebook.unb.ca, which is why you must use the "everyone" version.

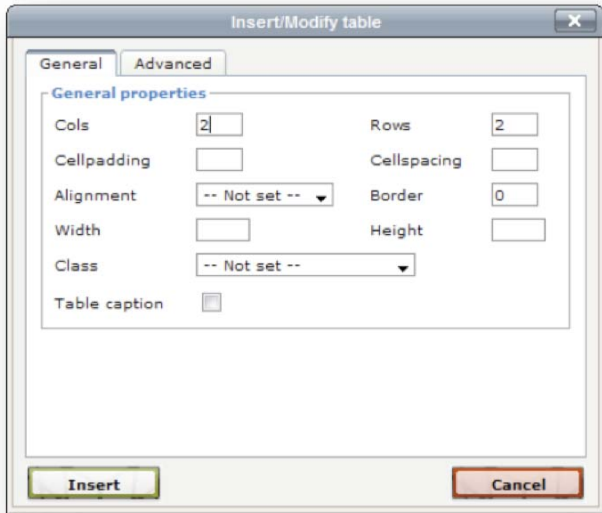
To make the address public, you must create an External Link with the Link field set to mailto:<STUDENTEMAILADDRESS> (for example, mailto:a1b2c@unb.ca)

2.2.5 Inserting Tables

To insert a table on a page in Cascade, click where you want the table, then click the Insert a new table button.



Tip: Press Enter a couple of times before inserting the table, to make sure that you have at least one blank line above and below the table. (You can delete them later.)



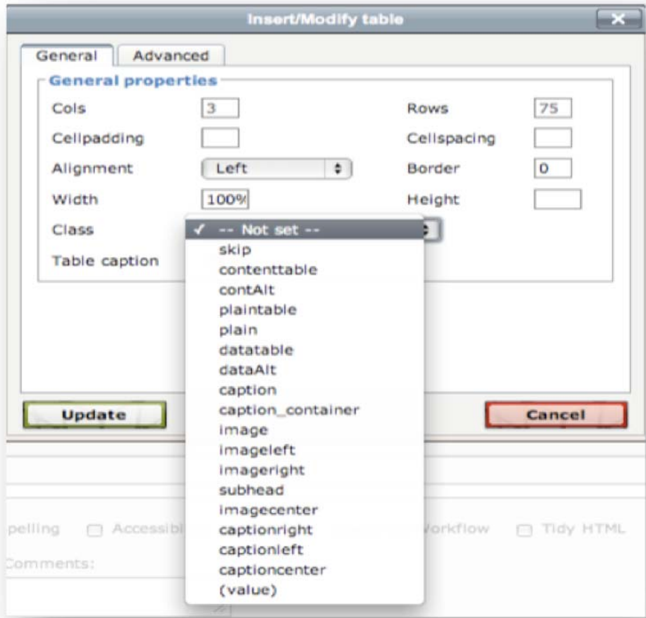
Property	Description
Cols (columns)	Enter in the numeric value of columns needed
Rows	Enter in the numeric value of rows needed
Cellspacing	Adds space, measured in pixels, between the cells.
Class	Select a pre-designed table layout (see **Select a table class**)
Table caption	Used for large tables to provide an adequate summary of the table contents.

Note: These are the only fields to fill in. The other fields are to be **left blank** they are controlled by the stylesheet.

The stylesheet is a set of rules embedded in all UNB web pages that control things like font styles, sizes, colors and spacing. It provides a common look and feel to all UNB pages.

2.2.5.1 Select a Table Class

From the drop down Class list select one of the following table styles.



2.2.5.2 contentable

Column 1	Column 2	Column 3	Column 4
info	info	info	info
info	info	info	info
info	info	info	info
v	info	info	info
info	info	info	info

Example of use: List of non-numeric information.

2.2.5.3 plaintable

Column 1	Column 2	Column 3	Column 4
info	info	info	info
info	info	info	info
info	info	info	info
v	info	info	info
info	info	info	info

Example of use: Contact information with staff images.

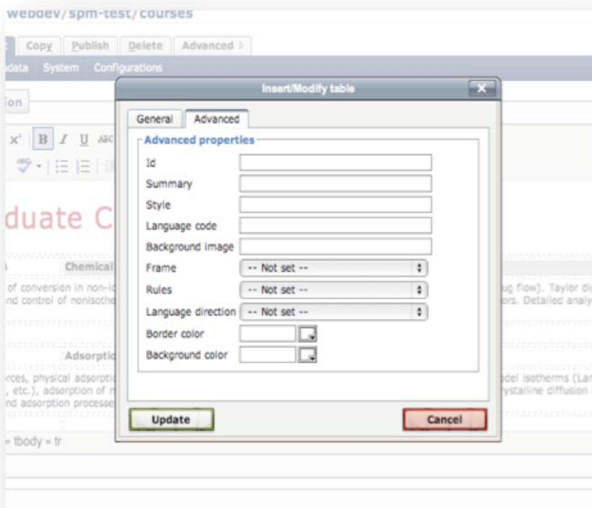
2.2.5.4 datatable

Column 1	Column 2	Column 3	Column 4
info	info	info	info
info	info	info	info
info	info	info	info
v	info	info	info
info	info	info	info

Example of use: Small spreadsheets. i.e. Tuition information

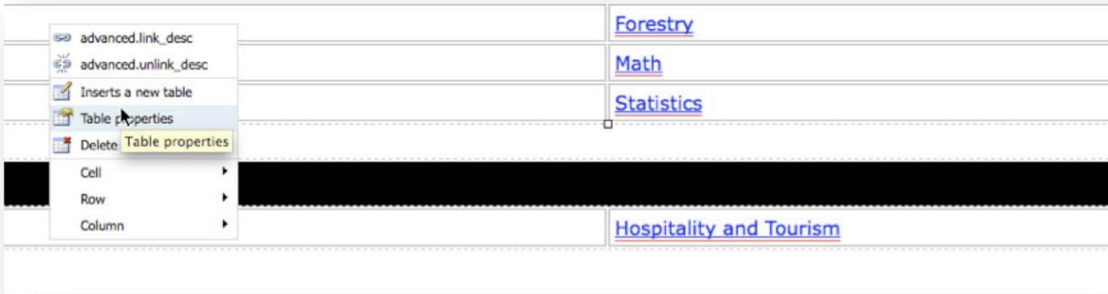
2.2.5.5 Advanced Table Options

On the Advanced tab, please use the Summary properties when inserting a table. The Table summary attribute should be added as an overview of the body data for screen readers / people with visual impairments. Adding in the summary tag also assists with users receiving better search results. All the other options should be left the way they are because the main UNB web settings will override most of these settings.



2.2.5.6 Editing Tables

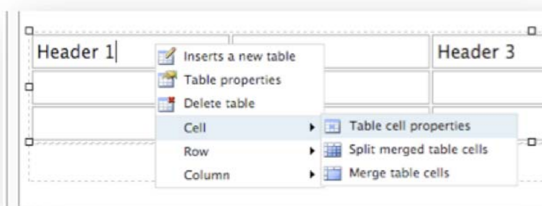
To access all of the table-editing options in Cascade, left-click in a table cell, then right-click and you will see the menu shown here:



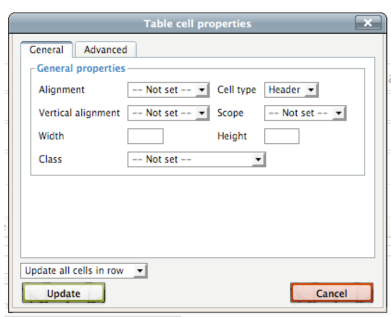
2.2.5.7 Adding a Header Row

If the first row of your table contains column headers, you need to specify that it's a header row in order for it to be styled properly.

1. Left click in the first cell of your header row to place your cursor inside it.
2. Right click and choose **Cell->Table cell properties**.



3. Set the **Cell type** field to **"Header".**



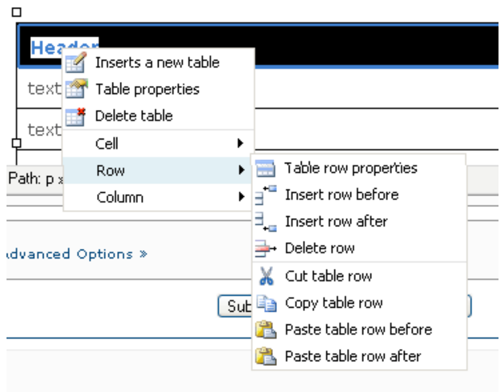
4. From the dropdown at the bottom left, choose **"Update all cells in row".** Click **Update**.

Note: Tables **should not** contain header styles. If you would like to have the first row stand out use the **Header Row**.

2.2.5.8 Deleting a Row / Column

If you need to delete a table row or column, please first click into a cell on the row or column you wish to remove.

1. Click inside one of the cells you wish to remove.
2. Right click and choose **Row/Column > Delete row / Remove Column**.



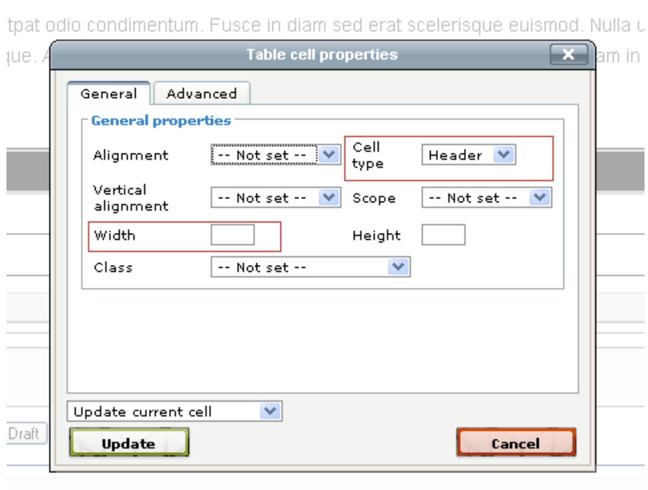
2.2.5.9 Column Width

Assigning a specific column width can be achieved by first selecting the column.

You have two options for controlling cell widths.

Option One – Assigning an individual cell width

1. Click inside the column (one cell) you wish to update the column width.
2. Right click and choose **Cell > Table Cell Properties > and assign a Width** (percentage)



In the above example, the user is updating the header cell's width. Please notice the two-highlighted sections. One indicates the header row, the other area is where you assign the width of the column.

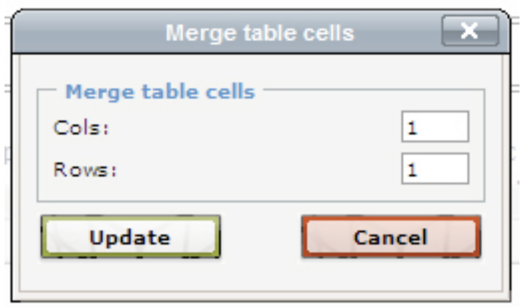
Option Two – Assign multiple cells a standard width

1. Click the first cell in the first column to your left.
2. **Right click** and choose **Cell > Table Cell Properties > and assign a width** (percentage).
3. From the **drop-down menu** located at bottom left, choose **"Update all cells in row".**
4. Click **update**.

2.2.5.10 Merging Cells

If you need to merge cells within a table, first select the first cell in front of the cells you wish to merge..

3. Click inside the cell you wish to merge with other cells (the first cell in which you wish to merge the others to).
4. Right click and choose **Cell Properties > Merge table cells**
5. Enter in either the number of columns or rows you wish to merge.



2.3 Successfully Saving Your Articles:

After completing the content of your article (in the editor), click **submit** at the bottom of the page. As part of completing your article it will **automatically be scanned** for spelling and link errors. Please read the below sections for tips on getting the most out of these tools.

2.3.1 Spell Checker

If the spell checker finds any errors, it will present you with a screen like this:

For each error found, you have four options to resolve it.

1. **Modify:** You can click inside the text box under the Modify column and manually correct the spelling. This is useful if none of the Suggestions are correct.
2. **Suggestion:** Choose the correct spelling from the Suggestions dropdown.
3. **Add:** If you are sure you have spelled the word correctly, you can click the Add button to add it to the spell checker dictionary. Then it won't be flagged as an error in the future.
4. **Ignore:** You can choose to ignore the error.

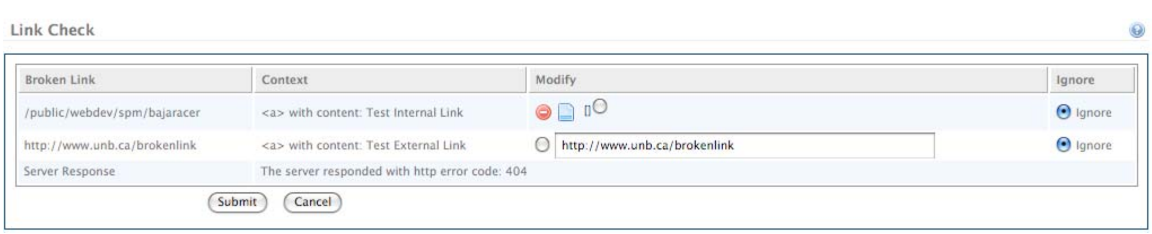
Once you've resolved (or ignored) all the errors, click **Submit** to proceed.

Note: The Spellchecker is based on U.S spelling. It is important to add correctly spelled words to your dictionary so they do not appear again. This will help in identifying incorrectly spelled words.

Important: Please **do not** skip over the Spell Checker. It does not reflect well on the University to have incorrectly spelled words on the website.

2.3.2 Link Checker

The Link Checker will run automatically following the Spell Checker and report any errors with the links on your page. If it finds any problems it will display a screen like this:



You have two options to resolve the errors – either modify the link, or ignore it.

If the broken link is to another Cascade page or document, you can click the blue icon under the Modify column and choose the correct file. If the link is to an external resource, click in the text box and correct the link manually.

Sometimes the Link Checker may report a link as invalid when you know it is correct. This could happen if the remote website is temporarily unavailable. In this case, you can just select Ignore to leave the link as-is.

Note: Secure sites will be flagged as incorrect by the link checker. Select **ignore**.

Click **Submit** to save your changes when done.

2.3.3 Success!

Once you have gone through the Spell/Link Checker processes you will have successfully created your article.

Note: If you do not go through both processes (spell/link checker) then your page will time out and will not save. You will have to re-create your article from scratch.

The final step is to **Publish** your article. You can do this by clicking on the **Publish tab** and clicking submit.

3 Working with WordPress

3.1 What is WordPress and why do I need to use it?

WordPress is an open-source blog publishing application. It is used in conjunction with UNB's Content Management System (CMS) to run your blog.

You will primarily be creating your blog posts in the CMS but you will need to use WordPress to do the following:

- Create your excerpts
- Setting the Sticky Post (the top post/image)
- Setting rules around discussion/comments/trackbacks
- Approving/Deleting/Flagging Spam Comments
- Creating your About & Contact Pages
- Customizing your Ad Blocks
- Adding Widgets (Text, YouTube and Flickr only)
  Note: If using a YouTube video or Flickr account **model release forms** must be filled out.

3.2 Who will have access to WordPress?

The "Blog Editor" will have full access to the CMS blog, as well as, WordPress. There is only **one** "Blog Editor" per blog.

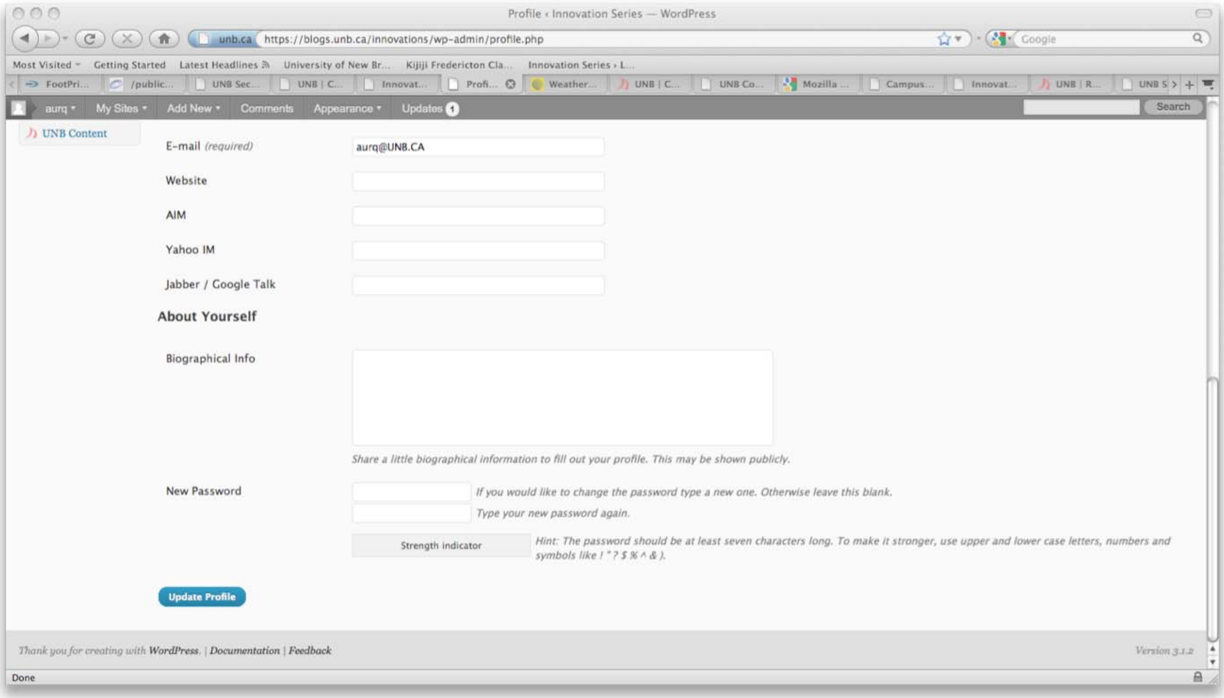
"Blog Contributors" will only have access to the CMS blog.

3.3 How do I login?

3.3.1 Initial Login – Change temporary password

When you are given access to the WordPress component you will receive an email asking you to click on the link to login. You will also be given a Username (it will be set to your UNB Login ID) and temporary password.

After you have logged in, click on your username along the top bar (It will say "Howdy, Username". Please see *"A Dashboard Overview"* for more information). At the bottom of this screen you will see where you can select a **new password**. Once you have put in your new password, click "**Update Profile**".



3.3.2 After initial login

To login to the WordPress component of your blog, go to:

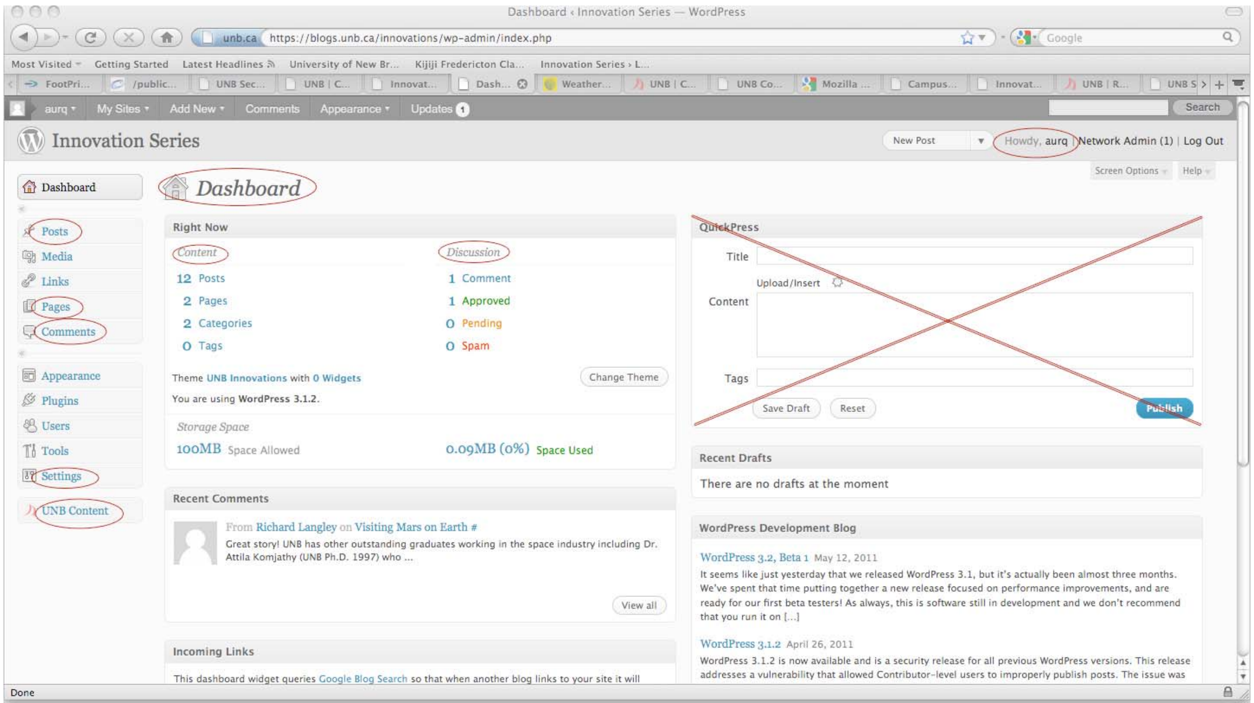
https://blogs.unb.ca/**yourblogname**/wp-admin.php

You can then login with your **UNB User ID and Chosen Password**.

3.4 A Dashboard Overview

The **Dashboard** is the first screen you will see after you login to WordPress. It is an overview of your blog, and a starting place to approve/decline comments, create your about/contact pages, etc. If you ever get "lost" while in the WordPress, click on the **Dashboard icon** and you will return to the start page.

Below is a listing of the tools you will need to use when you login to WordPress.



- **Dashboard** – an overview of your blog.
- **Content** – will give you an overview of how many posts, pages, tags, and categories you currently have.
- **Description** – will inform you of how many comments you have, how many are pending, and how many were marked as spam.
- **"Howdy"** – your profile settings (where you can change your password) and logout function.
- **Posts** – gives you a listing of your posts.
- **Pages** – where you will find your "About" and "Contact" pages.
- **Comments** – listing of all comments, you can approve, un-approve, edit, trash, or report as spam.
- **Settings** – the settings of your blog. You can turn off all commenting here.
- **UNB Content** – where you can add your ad blocks to the blog.
- **QuickPress** – **Do NOT use.**

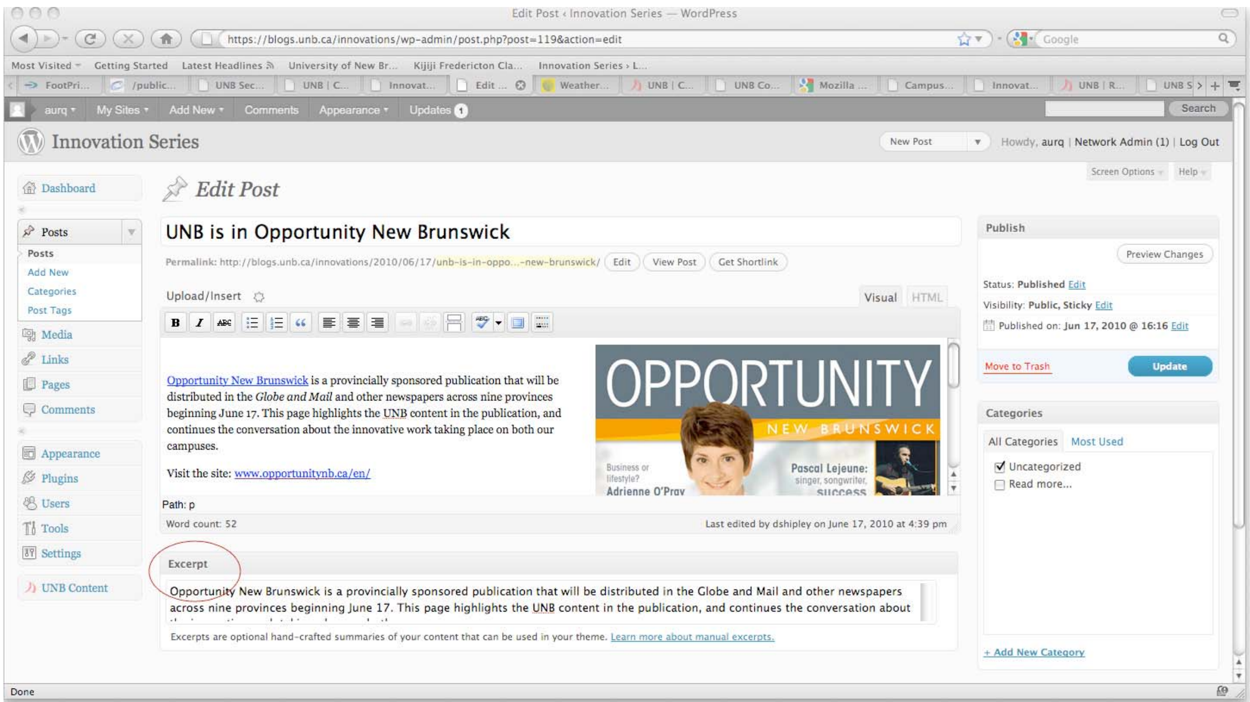
3.5 How do I create an excerpt?

An excerpt is a summary of your blog article.

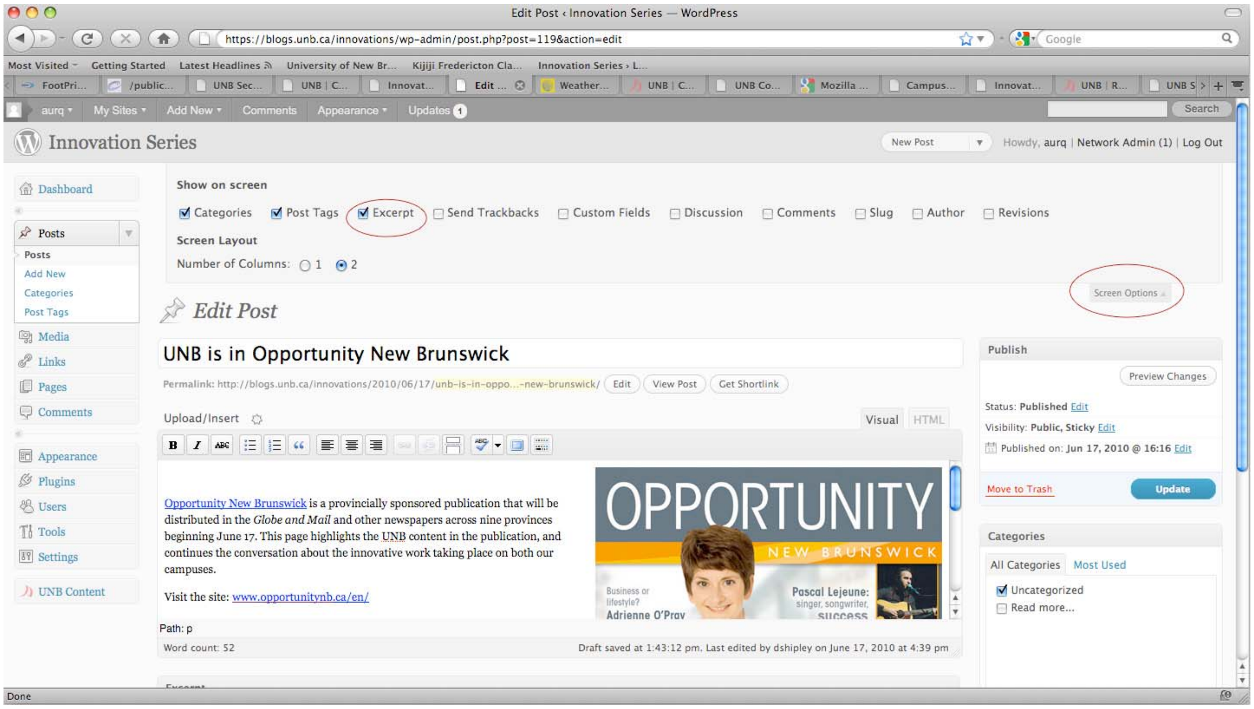
After you have created/published your post (in the CMS), login to WordPress and click on **"Posts"** from the left-hand menu, the click on the title of your post. Your post will load in the editor screen.

NOTE: It is <u>VERY IMPORTANT</u> that you <u>NEVER</u> modify your post through WordPress!

Underneath the editor screen you will see a box marked **"Excerpts"**. This is where you will write your summary. After you are done, click **"Update"** on the top right-hand side of the page (The "Publish" box).

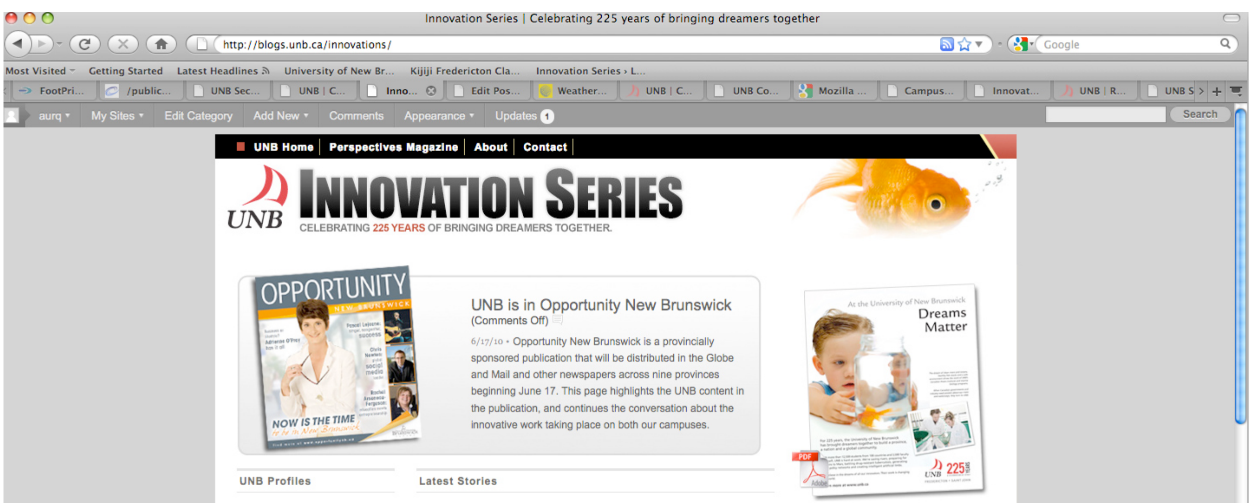


Note: If you **DO NOT SEE** the excerpts screen, underneath "Howdy, Username" you will see a button called **"Screen Options"**, click on this and a new box will appear. **Check off** "Excerpt" then click on "Screen Options" again to make the box disappear. You should now see the excerpts box underneath the editor.



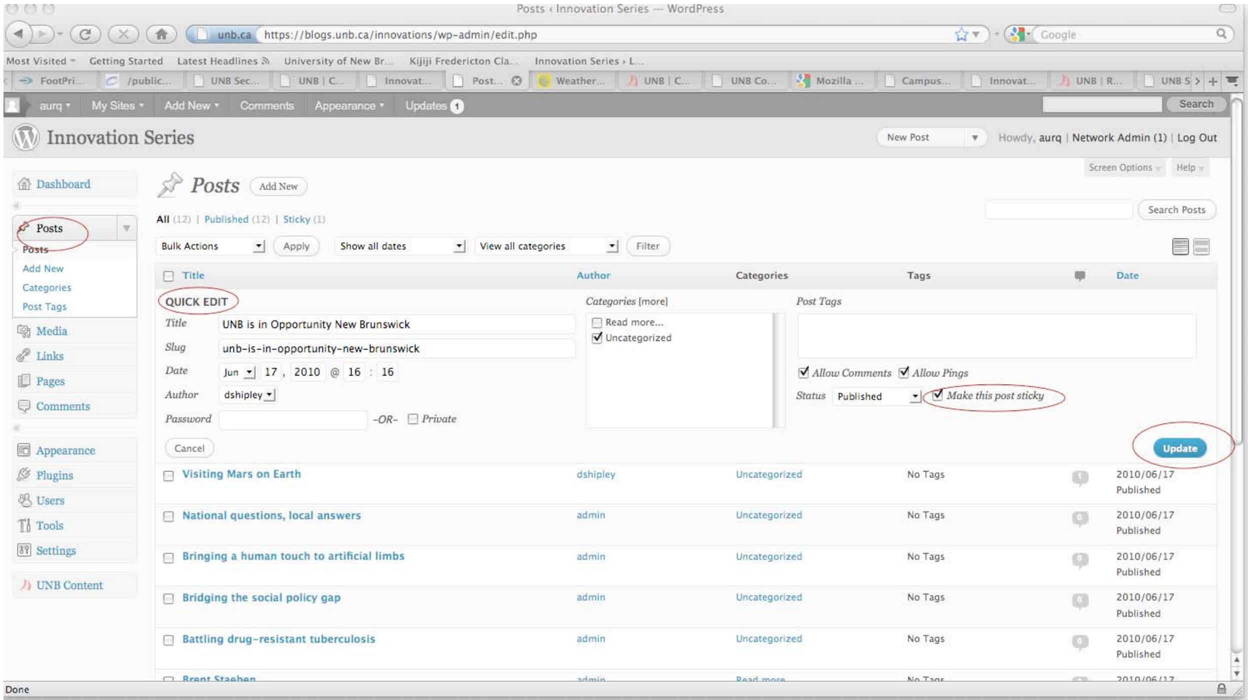
3.6 How do I create a Sticky Post?

A **Sticky Post** is the "top story" and is featured at the top of your blog.



To create a sticky post:

- Click on **Posts** from the left-hand side menu. You will then see a listing of your posts.
- **Hover** over a **title** and you will see a menu (edit, quick edit, trash, view).
- **Click** on "**Quick Edit**".
- To the right-hand side, select **"Make this post a sticky post"**. Then click the blue **"Update"** button.



Note: You are able to have multiple sticky posts. The newest one will always take the top spot. The other posts (set as stickies) will stay towards the top of the list (even if older than other posts). If you want them to move down the list, as new ones are created, you need to **uncheck "Make this post sticky"**.

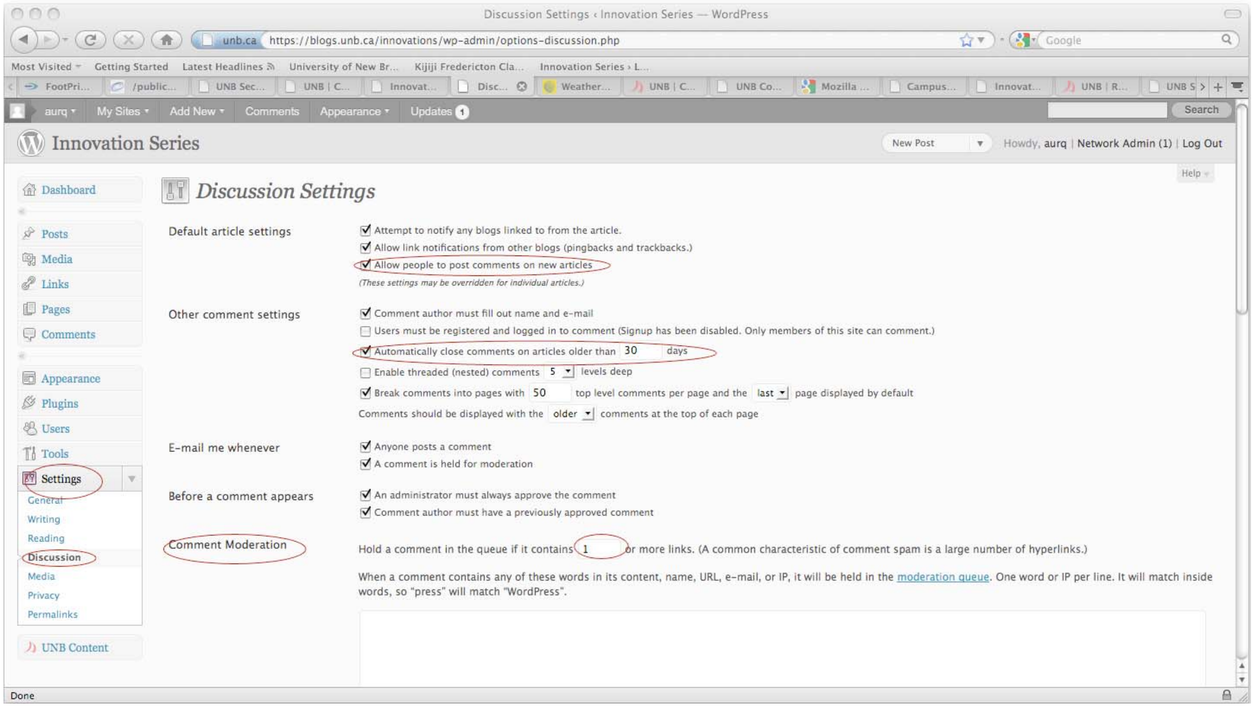
3.7 How do I set discussion (comments) rules?

If you **do not want comments enabled** on your blog you can turn them off by going to **"Settings"** > **"Discussion"** > **"Default Article Settings"**. Unselect **"Allow people to comment on new articles"**.

Note: You can override this on a article-per-article basis.

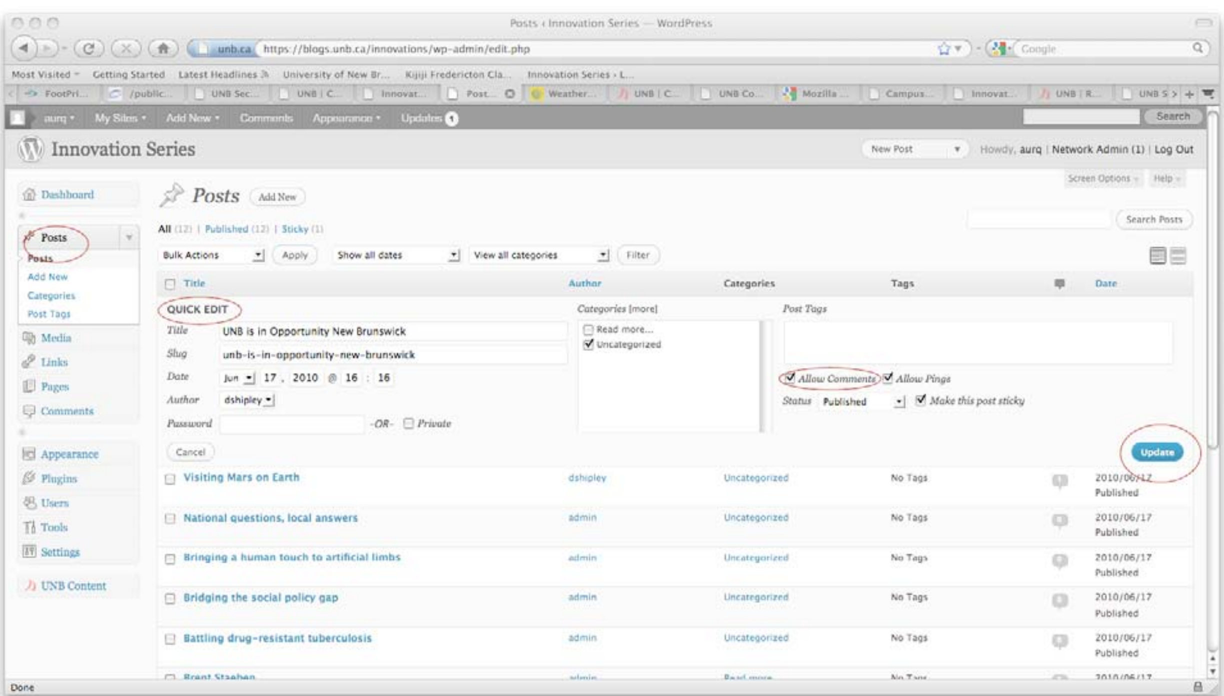
It is recommended to select **"Automatically close comments on articles older than 14 days"**.

Under **"Comment Moderation"** change the default of 2 links to 1 link. This will help in catching possible spam comments (a key indicator of spam is a large amount of links).



If you would prefer to set comments on a **per article basis**, follow these steps (after publishing the article via the CMS):

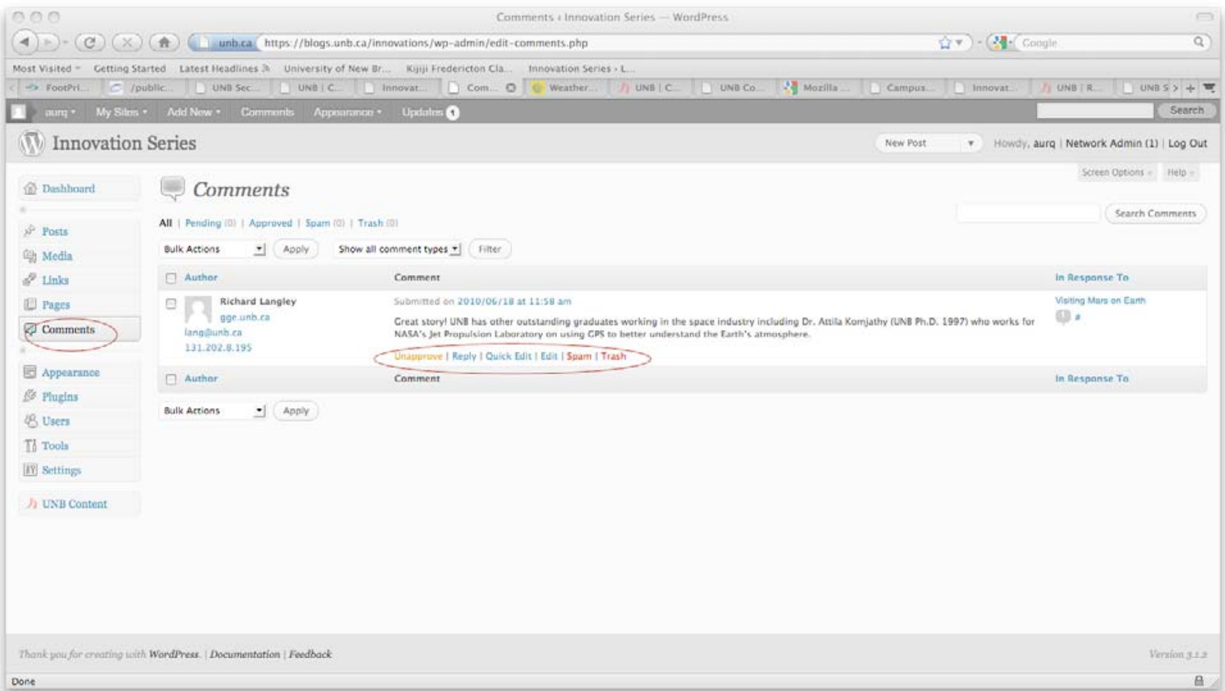
- Click **"Posts"** from the side menu.
- Hover on the **"Title"** of the post and click **Quick Edit**.
- Check off **Allow Comments**.
- Then click the **"Update"** (blue) button.



3.8 How do I Approve Comments?

When someone comments on your blog you will receive an email. After logging into WordPress, follow these steps:

- Click on **"Comments"** from the left-hand menu. It will list all the comments submitted.
- **Hover** over a comment and a menu will appear (Approve, Reply, Quick Edit, Edit, Spam, Trash), you can then approve it, report it as spam, or delete it.
- New Comments will be **yellow** and older comments are **white**.



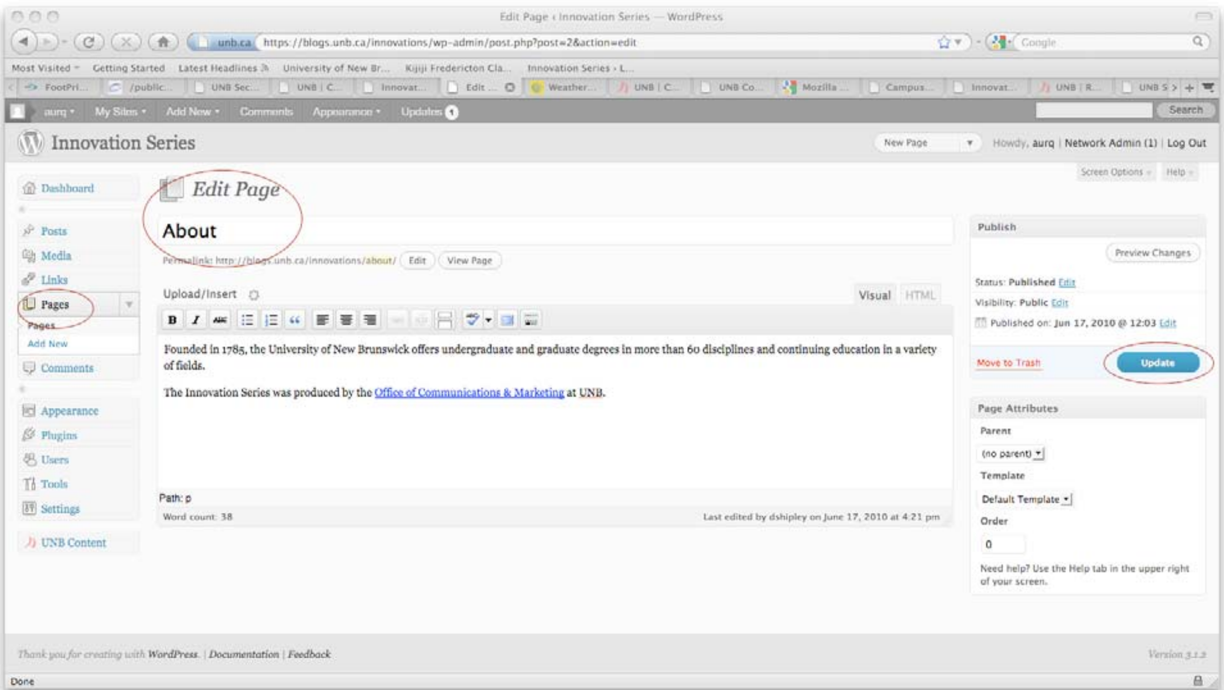
Note: If you are receiving a large volume of spam, email solutions@unb.ca and we can assist you in setting up a blacklist.

3.9 How do I edit my About and Contact Pages?

The “About” and “Contact” pages are the only pages that are to be updated through WordPress. If listing emails in these sections, please follow UNB’s guidelines on linking Faculty/Staff & Student email addresses (see page 8).

To edit these pages follow these steps:

- Click on **“Pages”** from the side menu.
- Click on either **“About”** or **“Contact Information”**.
- It will open an editor (a lot like the CMS), where you can fill out the appropriate information.
- When you are done, **click** on the **“Update”** (blue) button.



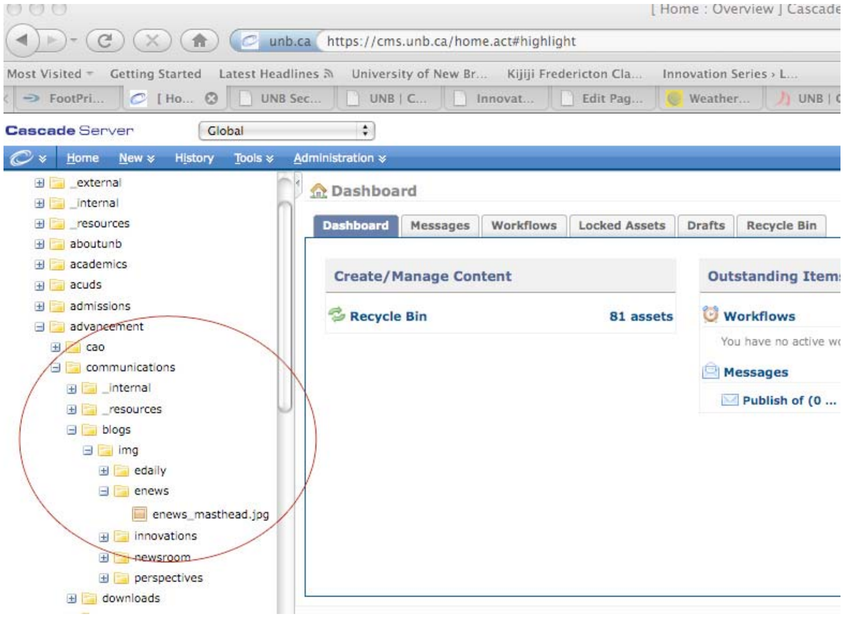
3.10 How do I customize my Ad Blocks?

Every blog has **one large** Ad Block, and can have **up to three small** Ad Blocks.

To create ads you must be familiar with **Abobe Photoshop**, you can request the template from the Web Operations Group, by emailing solutions@unb.ca.

If you are not familiar with this program the Web Operations Group can assist you. Please email solutions@unb.ca with all of the following information: What the ad is about, a picture (if applicable), wording you want it to say, and any other important information.

After you have your ad, upload it to your departmental website (ex. http://www.unb.ca/advancement/communications). **NOT TO YOUR BLOG.** You will need to create a new folder in your departmental website called **Blogs** (do not include in side nav). The URL for this would be http://www.unb.ca/advancement/communications/blogs You will then need to **Publish this folder.**

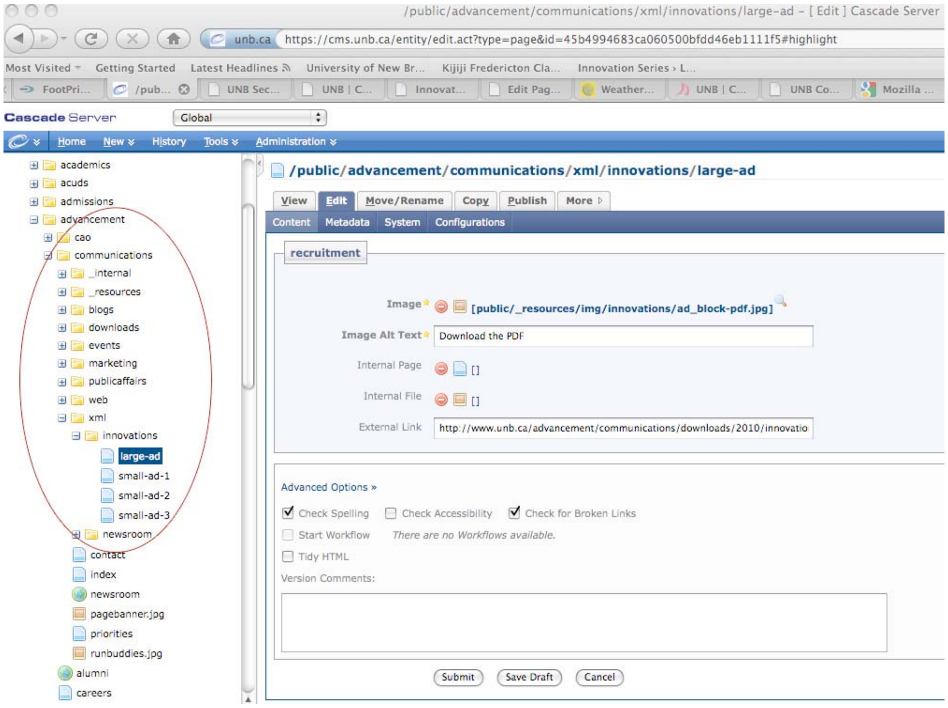


Example: Communications & Marketing CMS Blog Images

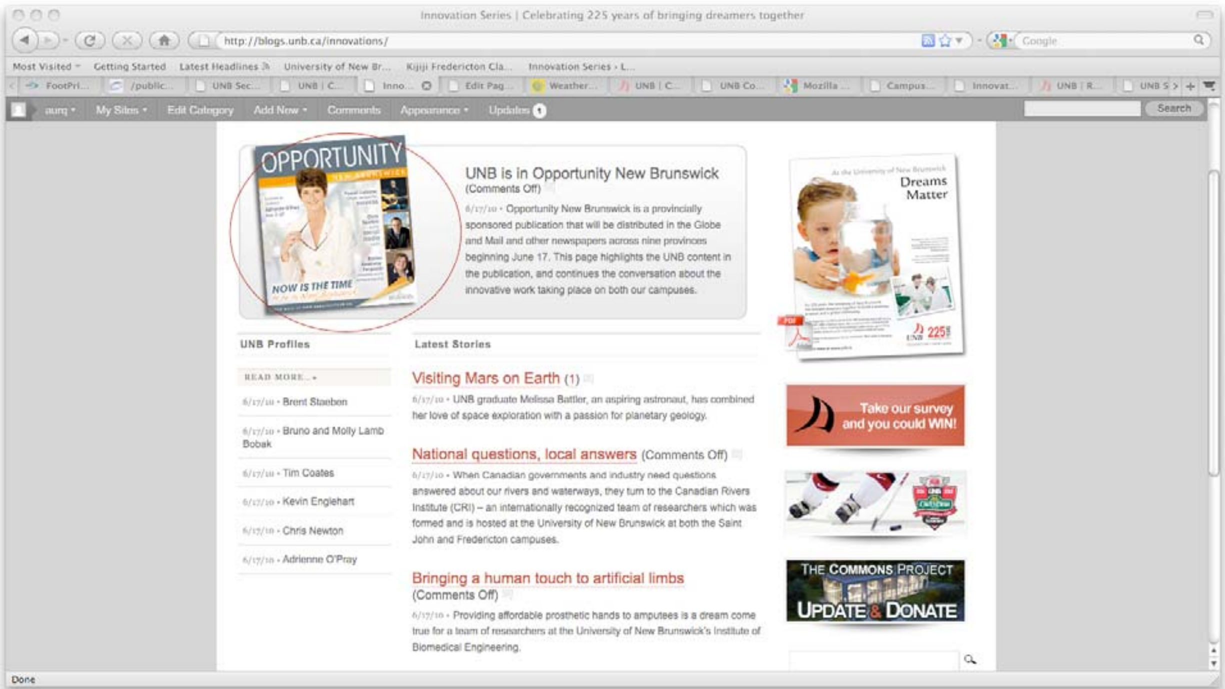
Note: If you have multiple blogs, further break down the blogs folder by adding separate folders for each blog. Ex. http://www.unb.ca/advancement/communications/blogs/blog-a or http://www.unb.ca/advancement/communications/blogs/blog-b

After your image has been uploaded to your departmental blog follow these steps:

- You will be updating the Ad Blocks via the **CMS** (not WordPress).
- Navigate to **Your Website** > **xml** > **large-ad** (or small ad depending on what your updating).
- Click **Edit**
- Click the **File icon**, a pop up window will open, navigate to the file you uploaded. Click Submit.
- Fill out the **alternative text** for accessibility purposes.
- You can choose to link it to a page (that you created), a PDF, or a news article.
- Click **Submit** and **Publish**.



3.11 How do I change the Featured Story Image?



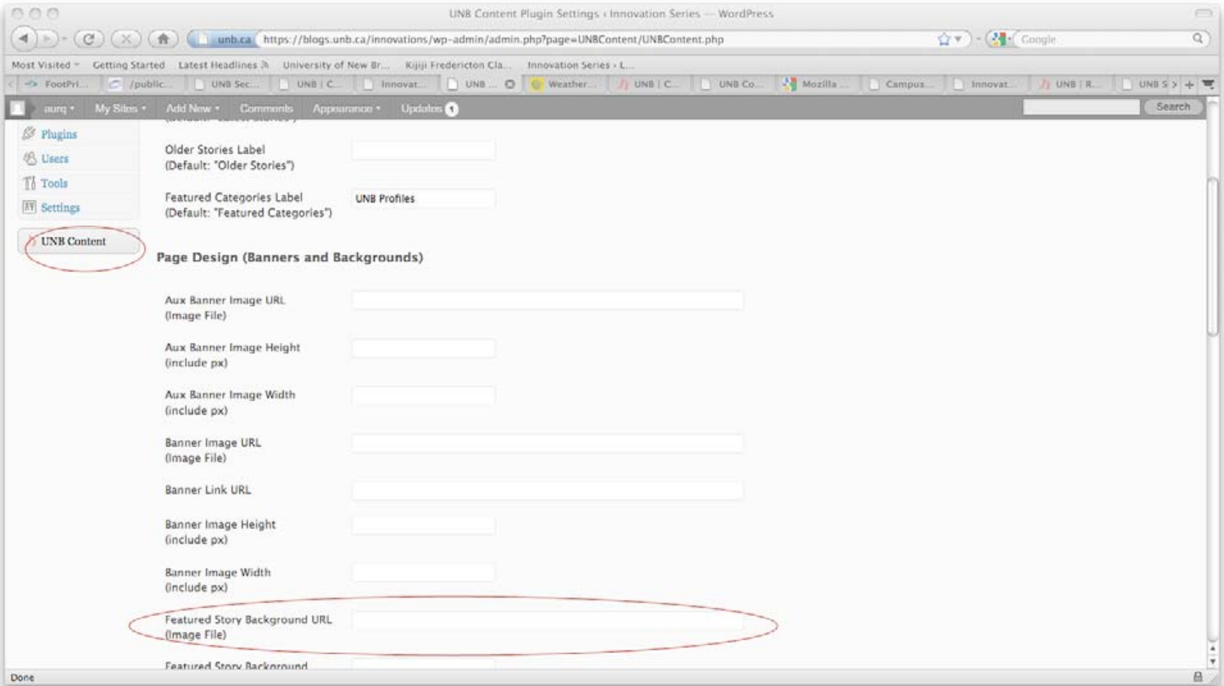
You must be familiar with **Adobe Photoshop** to create a featured story image, you can request the template from the Web Operations Group, by emailing solutions@unb.ca.

If you are not familiar with this program the Web Operations Group can assist you. Please email solutions@unb.ca, please include an image with your email.

Note: If you are creating your own image it is **very** important that the image is exactly 606 pixels wide by 230 pixels high (606x230px).

After your image is created please upload it to your **Blog Folder** in your **departmental** website (Please see the section on *Customizing you Ad Blocks* for more information). **Publish it** and **copy** the URL (ex. http://www.unb.ca/advancement/communications/blog/yourstory.jpg).

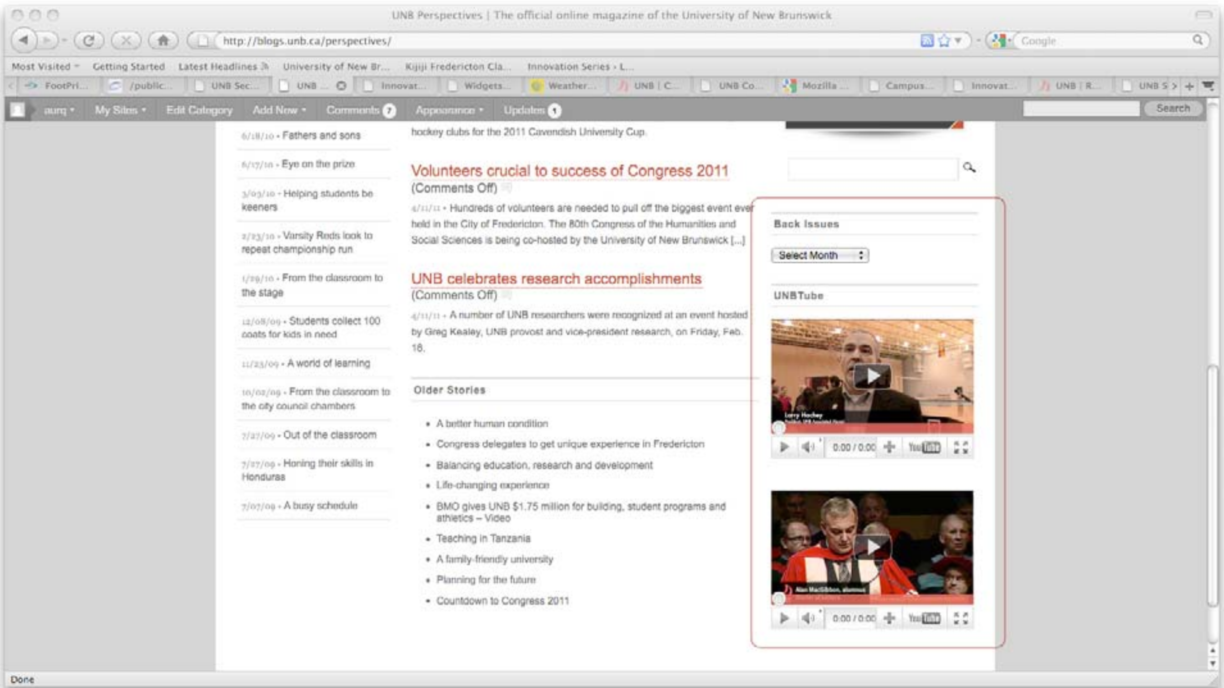
After your image is uploaded login to WordPress and click on **"UNB Content"** in the left-hand side menu. Scroll down until you find **"Featured Story Background URL"**, then **paste** in the URL you copied above. Click **"Save Changes"** (blue button) at the bottom of the page.



Note: Do not alter anything except the featured story background URL. Altering anything else can cause your blog to break.

3.12 What is a widget and can I use it on my blog?

A widget is designed to provide a simple way to arrange the various elements of your sidebar content (the right-hand side of your blog).

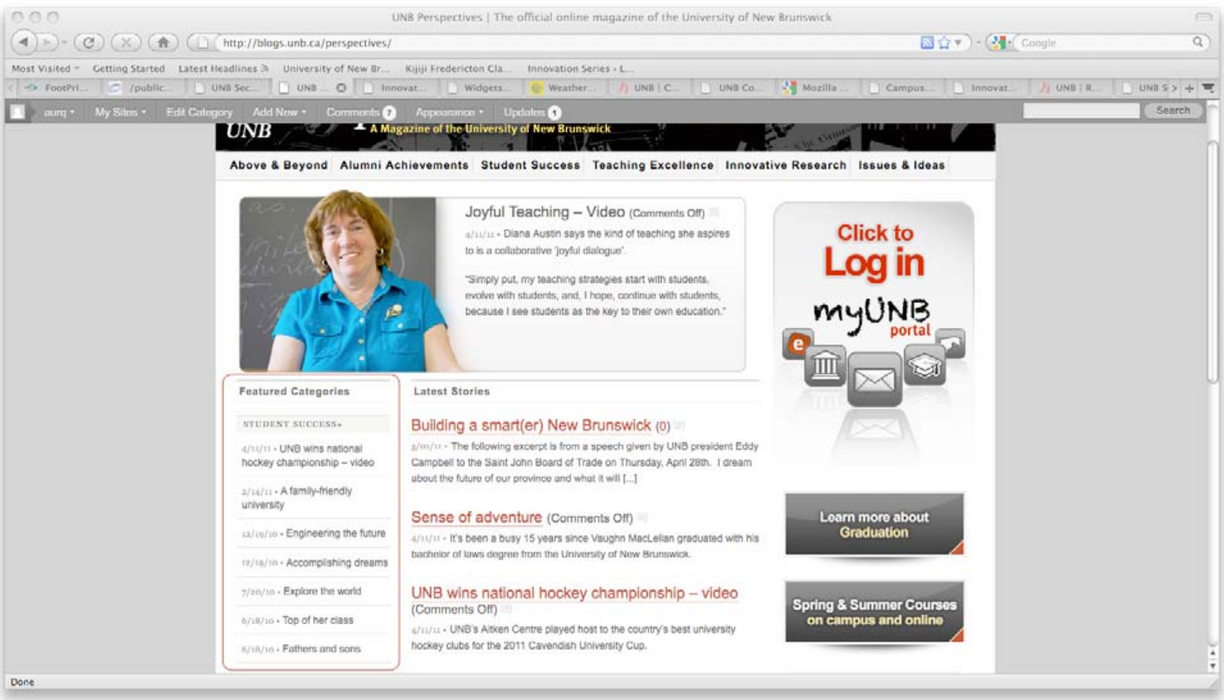


The different types of widgets that can be used are YouTube, Flickr, and text.

If you require a widget please contact solutions@unb.ca. If you require a Flickr/YouTube widget a model release must be filled out. There is a size limit of 250 pixels.

3.13 How do I setup my Featured Categories?

You can choose which categories you want to appear the most. It will feature 10 articles (posts), ordered by most recent in the category. You can have **ten** categories.



To have this setup, please contact solutions@unb.ca.

3.14 Who do I contact if I have questions or a problem arises?

Please contact solutions@unb.ca. Include a detailed description of the problem (or question) and provide the name and URL (web address) of your blog.